

CONFIDENTIAL

1 May 1975

MEMORANDUM FOR: Chiefs of Area Divisions, DDO
SUBJECT : Representation Allowances

1. The Operations Directorate is required to submit to the Director prior to the beginning of each fiscal year, the proposed schedule of maximum representation allowances for senior officials overseas. It is necessary that we be given the Fiscal Year 1976 estimates for the Area Divisions no later than COB 16 May 1975.

2. It is requested that each Area Division submit its proposed schedule of representation allowances for Fiscal Year 1976 to the SSA-DDA for consolidation into a single presentation for the Director. A separate justification is required for any addition of a new station or base to the list. Divisional totals for Fiscal Year 1976 may not exceed the amounts for Fiscal Year 1975. Adjustments between stations within the division may be authorized whenever necessary.

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Special Support Assistant to the Director

OSSA:fb

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